

PeopleSoft

Printing the State Payroll Register

June 29, 2004



Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > State Payroll Register**

REQUESTING A STATE PAYROLL REGISTER

Use the following navigation to 'State Payroll Register' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft web interface for the 'State Payroll Register' report. The breadcrumb trail at the top reads: Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > State Payroll Register. The page title is 'State Payroll Register'. Below the title is a section 'Find an Existing Value' containing a 'Run Control ID:' text box, a 'Case Sensitive' checkbox, and 'Search' and 'Advanced Search' buttons. At the bottom of this section is a link 'Add a New Value' with an arrow pointing to it.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the pay end date for the month that you would like print. You must also enter 'ND' in the company. You will then select Advanced, Supplemental, or Both, depending on what payroll you need the register run for. Then Click 'Run'.

PEOPLE'Soft

Home Worklist Help

Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > State Payroll Register [New Window](#)

State Payroll Reports

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

Pay Run
Pay Run ID:

or

Off-Cycle Pay Calendar
Company:
Pay Group:
Pay Period End:
Page #: Thru Page:

or

State Selection Criteria
Business Unit: 10100
Pay End Date: 05312004
Company: ND
State Pay Cycle: ☐ Advanced ☐ Supplemental ☒ Both
For State Pay Cycles use last day of the pay period month

Payroll Cycle
☐ On-Cycle ☐ Off-Cycle ☒ Both

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. The Server Name should be 'PSNT'. Then click 'OK' and you will be returned to the previous screen.

PEOPLE'Soft

Home Worklist Help

Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > State Payroll Register [New Window](#)

Process Scheduler Request

User ID: lberger Run Control ID: 1

Server Name: PSNT Run Date: 06/28/2004
Recurrence: Run Time: 11:34:58AM
Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PAY002_S	PAY002_S	SQR Report	Web	PDF

[OK](#) [Cancel](#)

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

PEOPLE Soft

Home Worklist Help

Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > State Payroll Register [New Window](#)

State Payroll Reports

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 28964

Report Request Parameter(s)

Pay Run: Pay Run ID:

or

Off-Cycle Pay Calendar

Company: Pay Group: Pay Period End: Page #: Thru Page:

or

State Selection Criteria

Business Unit: 10100 Pay End Date: 05/31/2004 Company: ND

State Pay Cycle

☐ Advanced ☐ Supplemental ☒ Both

For State Pay Cycles use last day of the pay period month

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#)

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

PEOPLE Soft

Home Worklist Help

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List [Server List](#)

View Process Request For

User ID: lberger Process Type: Last: 1 Days [Refresh](#)

Server Name: Process Run Status: Instance: to

☒ View Job Items ☒ Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
28964	SQR Report	PAY002_B	lberger	06/28/2004 11:34:58AM CDT	Success	Details
28962	SQR Report	PER002_B	lberger	06/28/2004 11:26:09AM CDT	Success	Details
28961	SQR Report	PER001_B	lberger	06/28/2004 11:11:15AM CDT	Success	Details
28960	Crystal	NDSPR205	lberger	06/28/2004 11:05:18AM CDT	Success	Details

[Go back to State Payroll Register](#)

[Save](#) [Process List](#) [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

PEOPLE Soft

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process Detail

Process	
Instance: 28964	Type: SQR Report
Name: PAY002_S	Description: PAY002_S

Run	Update Process
Run Control ID: 1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/28/2004 11:35:52AM CDT	Parameters Transfer
Run Anytime After: 06/28/2004 11:34:58AM CDT	Message Log
Began Process At: 06/28/2004 11:38:32AM CDT	Batch Timings
Ended Process At: 06/28/2004 11:39:06AM CDT	View Log/Trace

Then click the report name below to view the report.

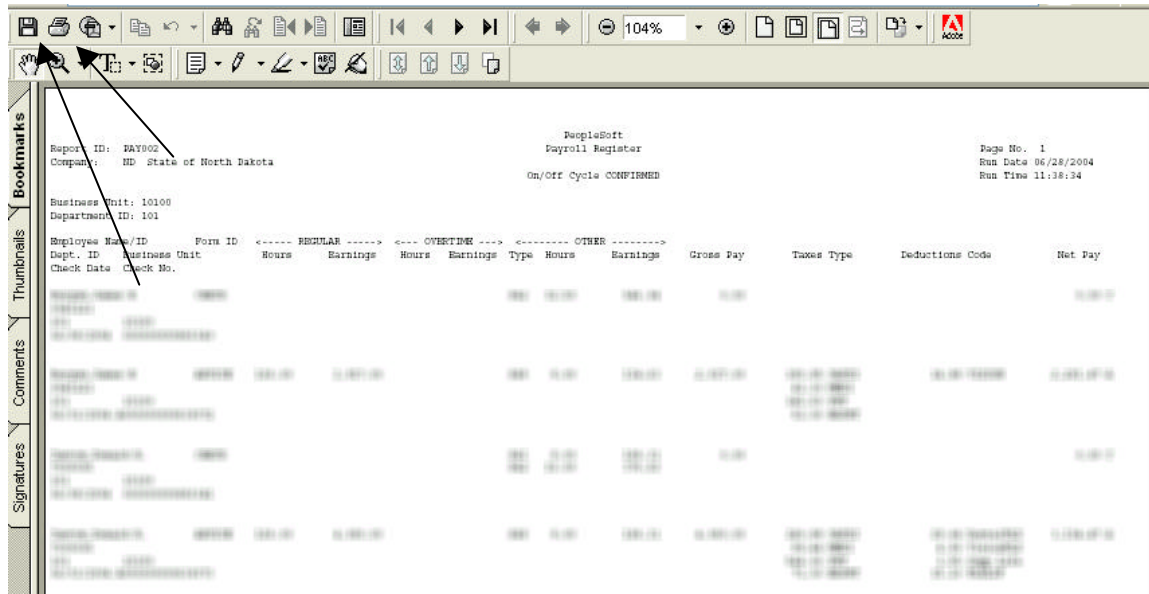
Report/Log Viewer

Instance: 28964	Type: SQR Report
Name: PAY002_S	Run Cntl ID: 1
Status: Success	Submitted By: lberger
Server: PSNT	Recurrence:

[PAY002_S](#)

Name	Size	CreationDate
Trace File	800 bytes	Mon Jun 28 11:36:16 2004
PAY002_S_28964.PDF	14377 bytes	Mon Jun 28 11:38:48 2004
Message Log	1558 bytes	Mon Jun 28 11:36:16 2004

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.



Report ID: PAY002
Company: ND State of North Dakota
Business Unit: 10100
Department ID: 101

PeopleSoft
Payroll Register
On/Off Cycle: CONFIRMED

Page No. 1
Run Date: 06/28/2004
Run Time: 11:38:34

Employee Name/ID	Dept. ID	Business Unit	Form ID	Hours	Earnings	Hours	Earnings	Type	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
...
...
...
...